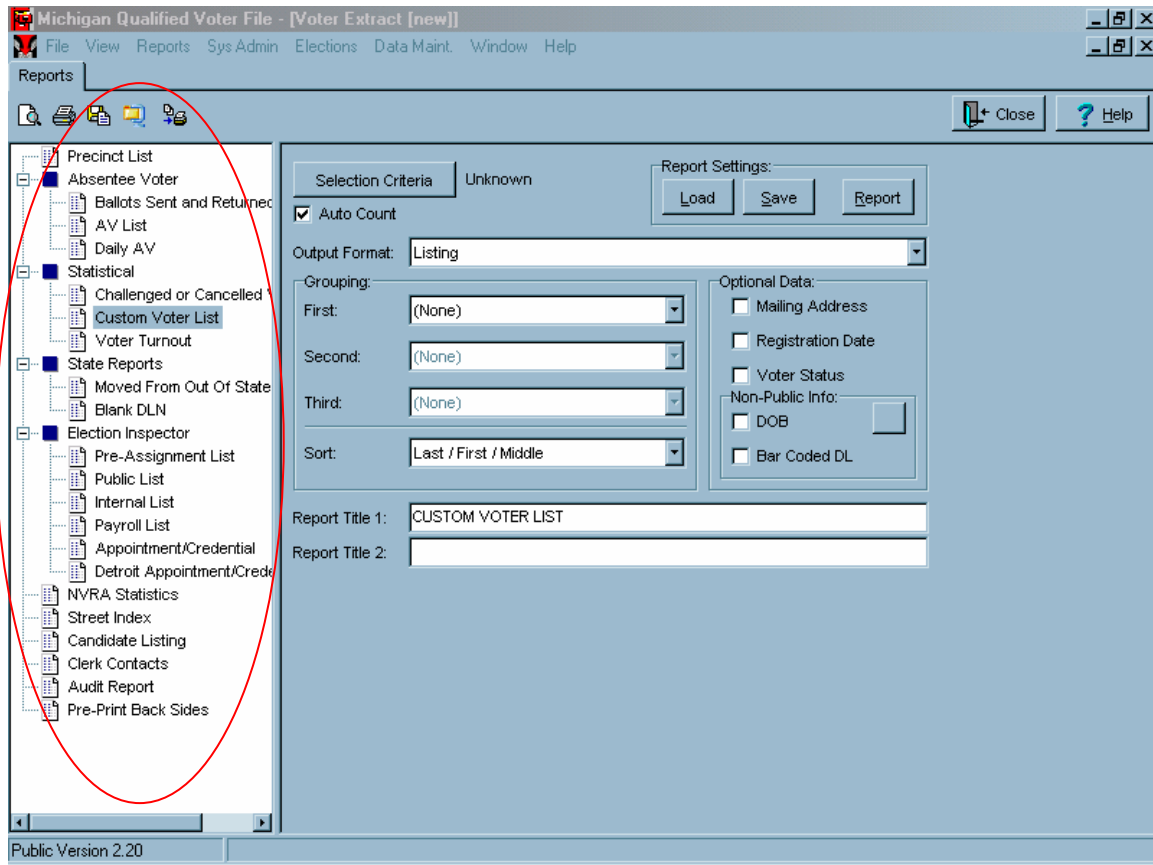


Chapter 7 - Reports

The Reports Module screen has been changed significantly. To go to the reports module, click on **Reports**, then **Reports Module**. All reports will be list on the left side of the screen. As you highlight each report on the left, the right side of the screen will change to reflect the print options for that specific report.



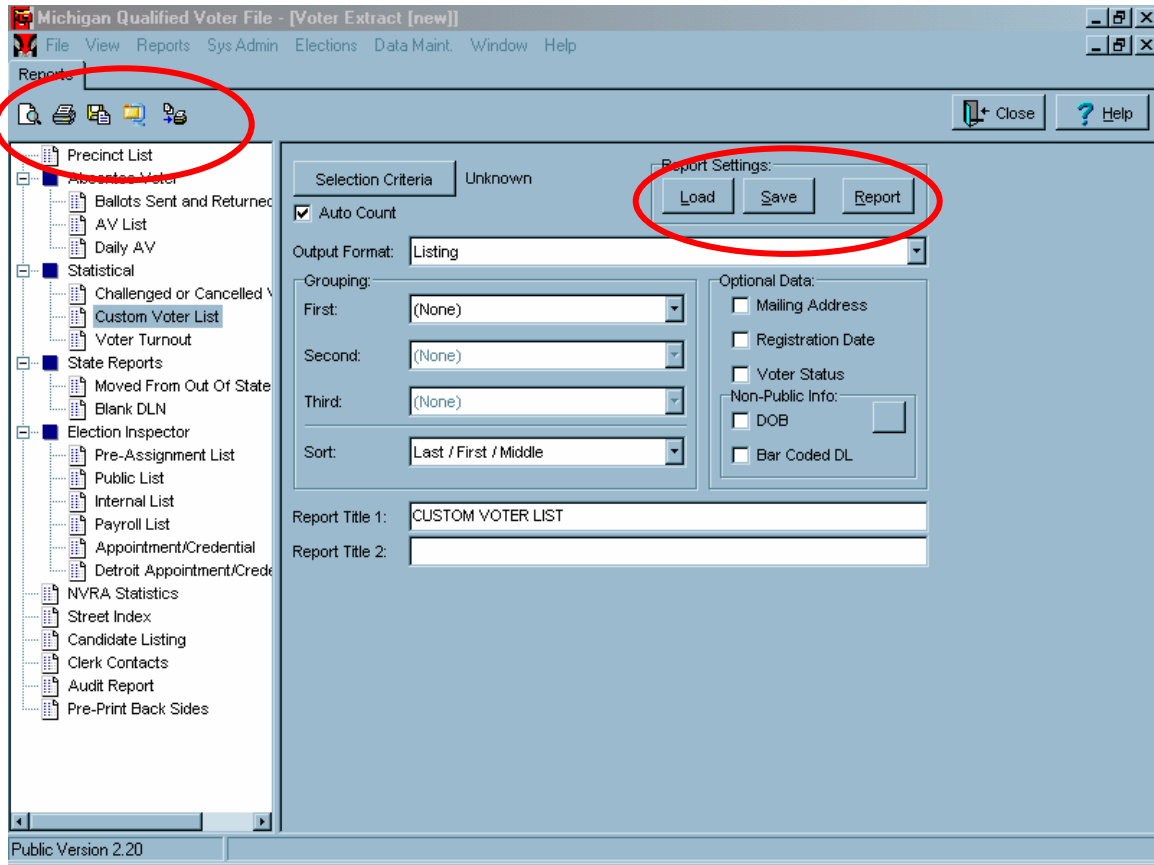
Statistical and Informational reports are designed to give you a variety of information about your database in several different formats. This is also where you can generate public lists.

Challenged or Canceled Voters Report

This report is designed to give you a list of voters who have been Challenged or Canceled on or after a specified date. This report includes the voter's name, address, ID number, date of birth, date of the status change and the reason for the status change.

Action	Result
From Reports in the menu bar, go to Statistical and Informational , and click on Challenged or Canceled Voters .	The Report for Challenged or Canceled Voters screen is displayed.
Select the <u>Region</u> . In the <u>What to Print</u> box choose either <u>Challenged Report</u> or <u>Cancellation Report</u> .	Your list will contain either voters with the "Challenged" status or with the "Canceled" status.
Enter a date in the <u>Status Changed On or After (Date):</u> field.	Your list will contain the names of voters whose status changed on or after the date entered. If no date is entered, the list will contain everyone in the database with the specified status.
Choose <u>Preview</u> , <u>Print</u> , <u>Print to File</u> or <u>Send To Local Report Queue</u> and click on the [OK] button.	The report will start printing immediately, be saved to a disk, or sent to the Local Report Queue . You are returned to the QVF Main Desktop .

Custom Voter Lists



The new print option icons are located in the upper left corner of the screen. From left to right they are as follows:

1. Print preview
2. Print now
3. Save to disk
4. Zip file
5. Print later

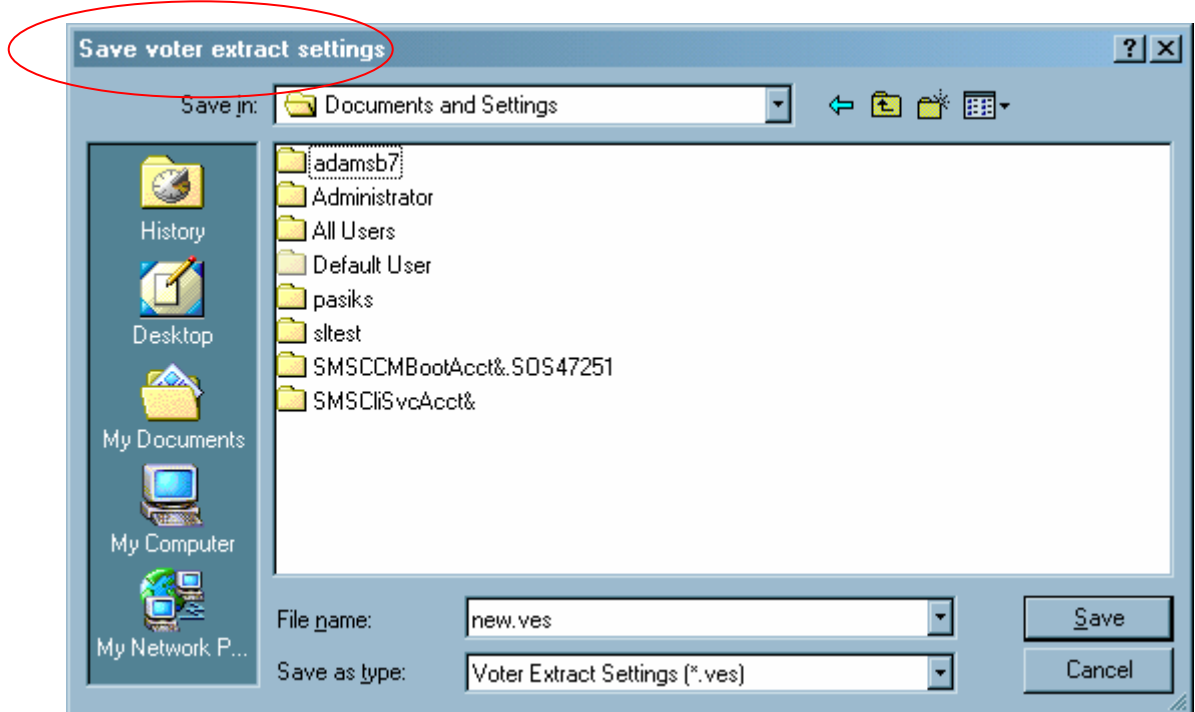
The **Custom Voter List** screen allows you to access a wide variety of information. Public lists created in the **Custom Voter List** screen will automatically contain the following information: Name, Precinct, Residential Address, Permanent AV, Voted/AV, Year of Birth and Gender. Options exist for including additional information. However, it should be noted that “Non-Public” information should not be given to the public. You are also able to generate mass ID cards and Master cards from this screen. Mailing labels can be generated in either a large (1.33 x 4 in.) or a small (1 x 2 5/8 in.) format.

Action	Result
Under Reports in the menu bar go to the Reports Module then to Statistical and Informational ; select Custom Voter List from the sub-menu.	The Custom Voter List screen appears.
Click on the [Selection Criteria] button.	The Custom Voter List Selection Criteria screen appears.
Tabs in the Custom Voter List Selection Criteria screen allow you to choose multiple sort options Click on a tab.	A list of pertinent criteria appears.
Place a check mark in the field <u>Select Specific Items to Include</u> .	The items in the grid become enabled.
Highlight the items you want applied to your list. You can highlight more than one item by holding down the Control key and clicking on random items. You can also highlight consecutive items by holding down the Shift key and using the Up and Down Arrows on the keyboard	Sorting criteria are established.
Click on other tabs, place check marks in the <u>Select Specific Items To Include</u> box and highlight other items.	Your selection criteria are expanded.
Toward the bottom of the screen there are two <u>Registered Between</u> fields. The default dates are meant to include everyone in the database. If you want a list of only those who have registered in a certain time frame, enter those dates in the <u>Registered Between</u> fields.	Your list will only include voters registered between those dates.
At the bottom of the screen are <u>Status</u> check boxes. <u>Active</u> , <u>Challenged</u> and <u>To Be Verified</u> default as being checked. These are the statuses of voters that will appear on you precinct lists. You can expand or contract you list by placing or removing check marks from the appropriate boxes. You can also create a list of voters on your permanent AV list by checking the box <u>Perm AV's Only</u> in addition to <u>Active</u> , <u>Challenged</u> and <u>To Be Verified</u> .	Tabs with selection criteria appear or disappear depending on what status check boxes are marked. Only those voters with the statuses checked will appear on your report.

Action	Result
When you have finalized your selection criteria click on the [OK] button.	There will be a wait of up to several minutes as your list is sorted. The length of time will depend on the size of your jurisdiction and the number of factors you have entered for your sort options. Finally you will be returned to the <i>Custom Voter List</i> screen. A number will be displayed next to the [Selection Criteria] button. This is the number of voters on your list.
In the <u>Output Format</u> field, from the drop down list, choose the form in which you want your list. You have your choice of <u>Listing</u> , <u>Mailing Labels</u> , <u>Household Labels</u> , <u>ID Cards</u> , <u>Master Cards</u> , and several <u>Number of Registered Voters</u> reports.	Your report format is established.
The <u>Grouping</u> fields allow you to gather common record traits in one place. You can employ up to three <u>Groupings</u> , using criteria such as the various <u>Districts</u> , <u>Jurisdictions</u> or <u>Precincts</u> .	The criteria that will be used to group voters in your report are established.
The <u>Sort</u> field determines in what order the names will print. You can print alphabetically by name, by address, by registration date, by status, or by zip code.	The order in which the names will print is established.
On the right side of the screen are <u>Optional Data</u> check boxes with which you can tailor the information that will appear on your report: this includes both public and non-public information. You can choose to include <u>Optional Data</u> (<u>Mailing Address</u> , <u>Registration Date</u> , <u>Voter Status</u>), and <u>Non- Public Information</u> (<u>Date of Birth</u> and <u>Bar Code Coded DL</u>) in your report.	The information that will appear on your report is established.
<u>Report Title 1</u> and <u>Report Title 2</u> allow you to enter a title and a sub-title for your report. <u>Custom Voter List</u> defaults into the <u>Report Title 1</u> field. If you want to enter your own report title, delete <u>Custom Voter List</u> from the <u>Report Title 1</u> field and enter your own title. If you want to include a sub-title, enter it in the <u>Report Title 2</u> field.	The title and sub-title will print at the top of each page your the report.

Action	Result
Place a check mark in the <u>Auto Print</u> check box if you want a separate page to print at the end of your report that will list the selection criteria and the report options you chose for your report.	The <u>Custom Voter List Settings</u> report will print at the end of your list.
<p>The new print option icons are located in the upper left corner of the screen. From left to right they are as follows:</p> <ol style="list-style-type: none"> 1. Print preview 2. Print now 3. Save to disk 4. Zip file 5. Print later 	How and when your report will print is established.
Click on the [OK] button.	The report will start printing immediately, be saved to a disk, or sent to the <i>Local Report Queue</i> . You are returned to the <i>QVF Main Desktop</i> .

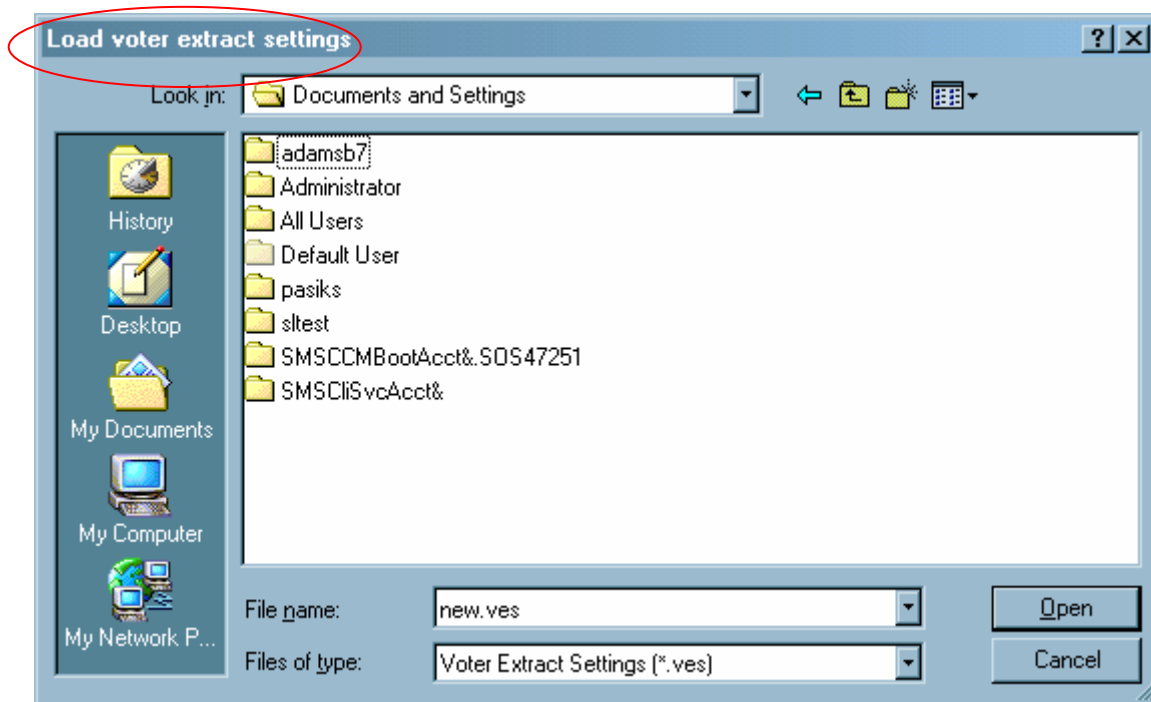
Saving a Custom Voter List Sort You May Want to Use Again



Custom Voter List sort settings may be saved for later retrieval and use.

Action	Result
When you initially build a report, you first go from the Custom Voter List screen to the Custom Voter List Selection Criteria screen.	
After you have chosen all of your selection criteria you will be returned to the Custom Voter List screen .	A number will be displayed next to the [Selection Criteria] button. This is the number of voters in your list.
In the upper right of the Custom Voter List screen there is a box labeled <u>Report Settings</u> . The [Load] button allows you to access a report setting that you had save previously. The [Save] button will allow you to save the report settings you just created. The [Report] button will allow you to print what report settings are included in a particular saved report format. Click on the [Save] button.	The Save voter extract settings screen appears. A <u>Settings</u> folder should appear in the <u>Save in</u> field. A list of previously saved settings will appear in the center of the screen.
Toward the bottom of the screen, in the <u>File name</u> field, enter the name that you want to assign to this collection of report settings. Then click on the [Save] button.	Your report settings are saved and the Save Custom Voter List settings screen disappears.

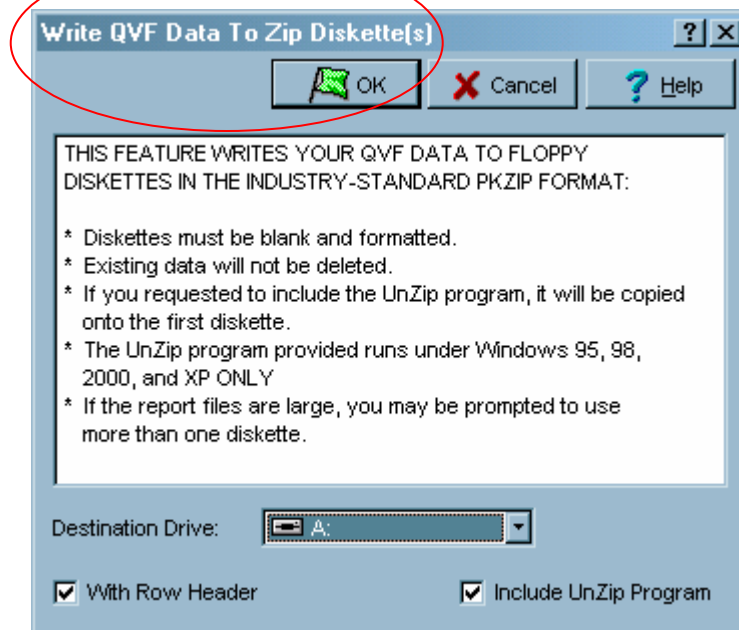
Using Saved Report Settings



Once you have saved your report settings you can use them at any time to automatically generate a new report.

Action	Result
In the upper right part of the <i>Custom Voter List</i> screen click on the [Load] button.	The <i>Load voter extract settings</i> screen appears.
From the list of saved report settings in the middle of the screen click on the report settings you want to employ.	The name of the chosen report settings is highlighted.
Click on the [Open] button.	The report settings are applied to your database and you are returned to the <i>Custom Voter List</i> screen. The number of voters who will appear on your list will be displayed next to the [Selection Criteria] button.
In the upper left hand corner of the screen, click on the print option you prefer.	The report will print, using the option you chose.
	You will return back to the <i>Reports Module</i> screen.

Printing to a Zip/Disk



Custom Voter Lists contain more information than the old Public Lists, so only about 6,000 names will fit on a disk. The Print to Zip/Disk feature will automatically compress a report, allowing you to put about 24,000 records on a floppy disk. For larger jurisdictions some reports will not fit on a single compressed disk. In these cases, the system will prompt you when a second disk is needed.

Action	Result
In the <i>Custom Voter List</i> screen, after you have sorted your report, under <u>Print Options</u> choose <u>Print to Zip/Disk</u> . Click on the [OK] button.	The <i>Write QVF Data to Zip Diskette(s)</i> screen appears.
The grid in the center of the <i>Write QVF Data to Zip Diskette(s)</i> screen contains general information on using the compression feature.	
At the bottom of the screen, the <u>Destination Drive</u> field allows you to specify what drive you want the report information sent to. The A drive will default in this field; this is what you will use in most cases.	The destination for your report is set.
In the lower right corner of the screen is a check box for <u>Include UnZip Program</u> . Putting a check mark here will allow people whose computers do not have a zip program to unzip the file. If the person receiving the disk has an unzip program, such as PKZip or WinZip, they do not need this.	Whether or not the unzip program will be included is determined.
Click on the [OK] button.	An information screen appears, "Please insert a blank formatted floppy in drive A."

Action	Result
Ensure that you have a formatted floppy disk in your A drive. Then click on the [OK] button.	The information screen disappears. The report is copied to the disk. When the copying is complete, the <i>Custom Voter List</i> screen disappears.
	If your report is big enough to require more than one disk, when the first disk is full, the message screen appears, "Please insert disk #2 of the set."
Insert your second disk and click on the [OK] button.	The message screen disappears and the report continues copying to the second disk. When the copying is complete, the <i>Custom Voter List</i> screen will disappear.

The QVF will now allow you to print in **PDF format**. To do this you must first go to **Print Preview**. The following screen will appear.

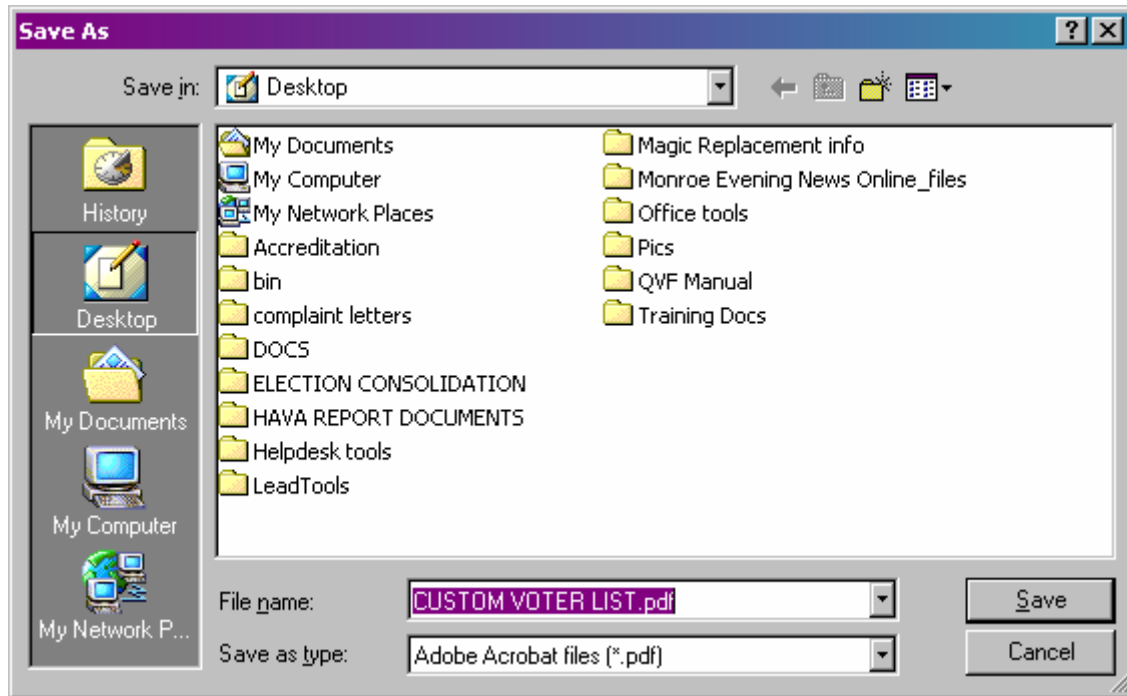
06/22/2005

CUSTOM VOTER LIST

Name / Jurisdiction/Village/Town	Precinct Address	Sex / Birth Date	Voter Status	Year of Birth	Gender	Bar Code
ASBENGA, CHRISTOPHER RON 00001 00001	1182 MONTANA RD, BARTON CITY MI 48705	M	N	1973	M	[Barcode]
ASBENGA, DIANE LUE 00001 00001	1182 MONTANA RD, BARTON CITY MI 48705	F	N	1944	F	[Barcode]
ABBOTT, ALBERT DANIEL 00001 00002	1307 W HUBERT RD, SPRUCE MI 48762	M	N	1928	M	[Barcode]
ABBOTT, BARBARA LAZERNE 00001 00002	1307 W HUBERT RD, SPRUCE MI 48762	F	N	1929	F	[Barcode]
ABBOTT, DONALD HARVEY 00001 00001	8849 CURTISVILLE RD, SOUTH BRANCH MI 48761	M	N	1931	M	[Barcode]
ABBOTT, HAROLD ALBERT 00001 00002	6600 HIDDEN LN, HUSBARD LAKE MI 48747	M	N	1933	M	[Barcode]
ABBOTT, JOHN VINCENT 00001 00002	1213 W HUBERT RD, SPRUCE MI 48762	M	N	1979	M	[Barcode]
ABBOTT, KAREN MAIRE 00001 00002	6600 HIDDEN LN, HUSBARD LAKE MI 48747	F	N	1990	F	[Barcode]
ASKE, GERALD WADE 00001 00001	3790 S US HIGHWAY 23, GREENBUSH MI 48738	M	N	1988	M	[Barcode]
ASKE, JERRY WADE 00001 00001	3790 S US HIGHWAY 23, GREENBUSH MI 48738	M	N	1938	M	[Barcode]
ASKE, MAIRE JEANNETTE 00001 00001	3790 S US HIGHWAY 23, GREENBUSH MI 48738	F	N	1937	F	[Barcode]
ASENO, ALBERT 00001 00002	6848 N LA BONTÉ RD, SPRUCE MI 48762	M	N	1918	M	[Barcode]
ASENO, ARNOLD HERMAN 00001 00002	1120 E HUBERT RD, SPRUCE MI 48762	M	N	1934	M	[Barcode]

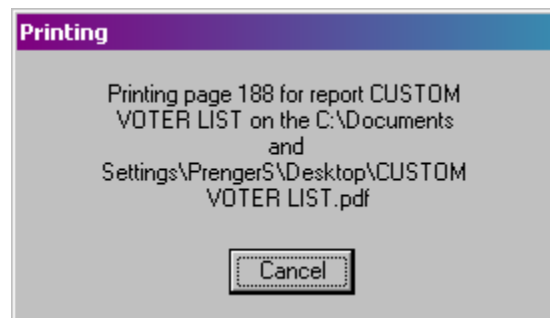
Page 1

Click on the second icon from the left. The following screen will appear:



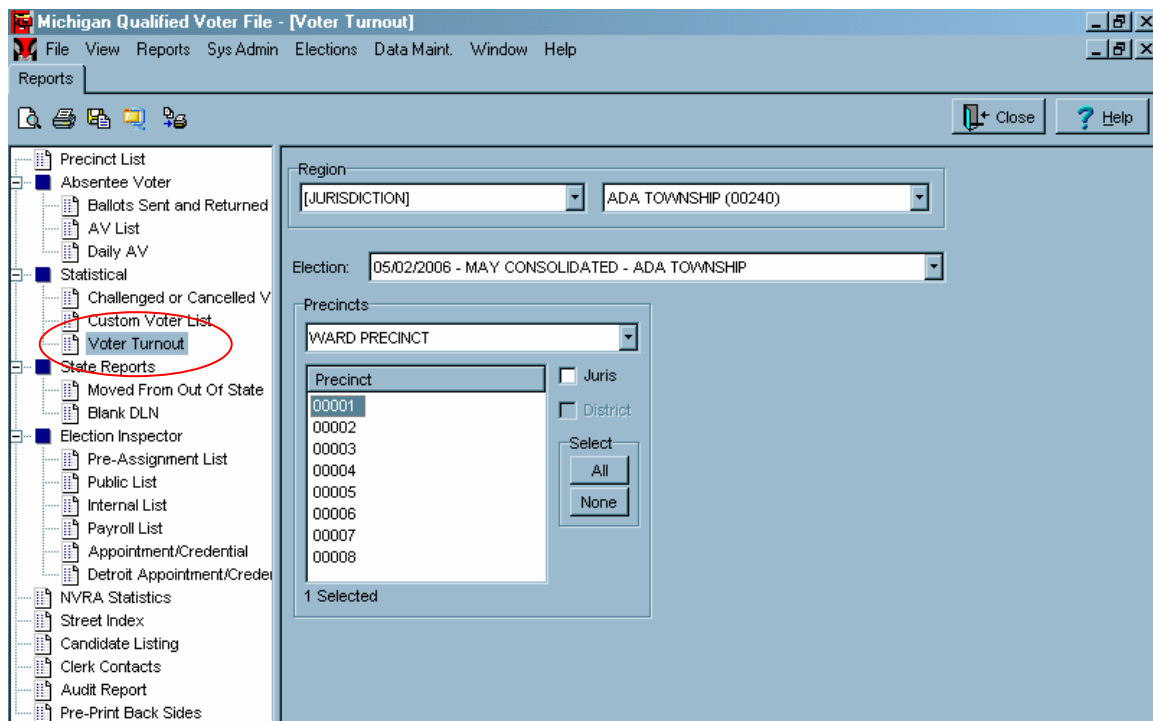
Save your file to your C drive. (Saving to the desktop will help you remember to delete the report when finished.)

The following screen will appear:



When the report is finished, close the print preview. You may now print the document from your desktop or save to a CD or disk.

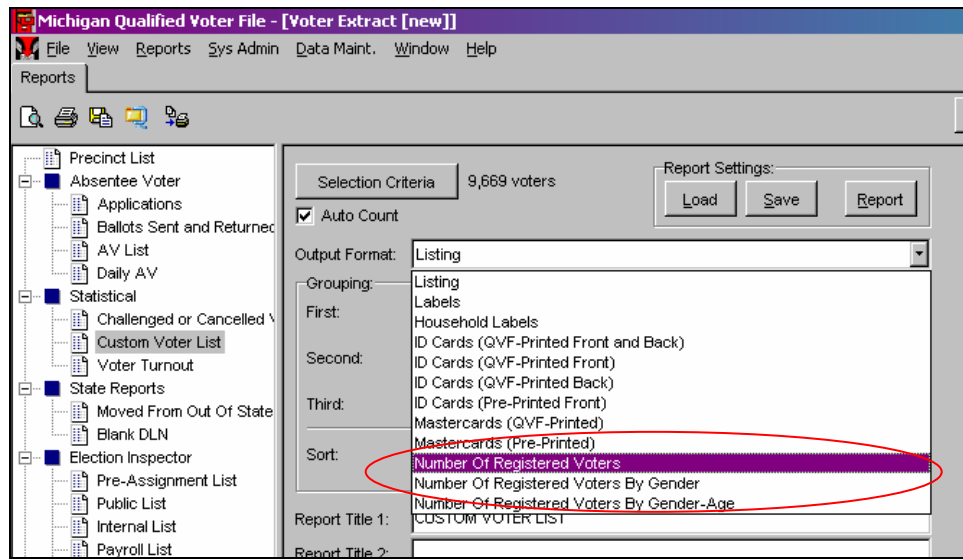
Voter Turnout Report



The ***Voter Turnout Report*** is designed to give you a statistical break down of the number of voters who participated in a particular election by precinct, gender and age. The report may be run once ***Voting History*** has been updated. The information for this report is stored on the server in Lansing, but is not continuously updated. You must update voting history within forty days of the election for it to be reflected on the ***Voter Turnout Report***.

Action	Result
From <i>Reports</i> in the menu bar go to <i>Reports Module, Statistical and Informational</i> , then click on <i>Voter Turnout</i> .	The <i>Voter Turnout</i> screen is displayed.
Select the correct <u>Region</u> . Choose the <u>Election</u> from the drop down list.	Depending on the election chosen, jurisdiction, school district or village precincts will appear in the <u>Precincts</u> box.
In the <u>Select</u> box, you can use the [All] or [None] buttons to highlight or remove highlights from the precincts in the <u>Precincts</u> box. You can also highlight single or multiple precincts by clicking on them.	
Choose <u>Print Now</u> , <u>Print Later</u> , print to zip disk or print preview and then create a PDF file.	Depending on which option you chose, the report will either start to print immediately in the format you requested or will be sent to the <i>Local Report Queue</i> .

Number of Registered Voters Report



There are three versions of the Number of Registered Voters Report available in the **Custom Voter List** screen. You may choose from Number of Registered Voters, Number of Registered Voters by Gender, or Number of Registered Voters by Gender/Age. This report can be run by jurisdiction, school district, or for an entire county, along with many other sort options. The Number of Registered Voters reports will only count the records of voters who are eligible to vote on the date that the report is run. It will not count records that are in transition or records of voters who are not yet 18.

Action	Result
From Reports in the menu bar go to Reports Module, Statistical and Informational and click on Custom Voter List .	The Custom Voter List screen is displayed.
Click on the [Selection Criteria] button.	The Custom Voter List Selection Criteria screen is displayed.
Your County and Jurisdiction will already be chosen. If you want to run a Number of Voters Report for the entire jurisdiction click on the [OK] button.	Your voters are sorted and you are returned to the Reports Module screen. A number of voters will appear next to the [Selection Criteria] button.
If you want to run a Number of Registered Voters Report for a single precinct, click on the Precincts tab in the Custom Voter List Selection Criteria screen. Then place a check mark next to <u>Select Specific Items to Include</u> and highlight the precinct for which you want to run the report. Then click on the [OK] button.	Your voters are sorted and you are returned to the Custom Voter List screen. A number of voters will appear next to the [Selection Criteria] button.

Action	Result
Jurisdictions scripted to run school district precinct lists can run a Number of Registered Voters Report for an entire school district that extends beyond jurisdiction lines. In the <i>Custom Voter List Selection Criteria</i> screen remove the check mark from <u>Select Specific Items to Include</u> for Jurisdiction. (Do the same for County if the school district crosses the county line.)	The search will ignore jurisdiction lines.
Click on the Districts tab. Enter a check mark in <u>Select Specific Items to Include</u> . In the <u>District Type</u> field, choose <u>School</u> , and highlight the school district for which you want the report.	The report will orient on school district lines.
Click on the [OK] button.	Your voters are sorted and you are returned to the <i>Custom Voter List</i> screen. A number of voters will appear next to the [Selection Criteria] button.
In the <i>Custom Voter List</i> screen, choose one of the <u>Number of Registered Voter</u> reports from the drop down list in the <u>Output Format</u> Field.	You can choose from <u>Number of Registered Voters</u> , <u>Number of Registered Voters by Gender</u> , or <u>Number of Registered Voters by Gender/Age</u> .
If more than one jurisdiction is present in your list of voters and you want the report to sort by jurisdiction, choose <u>Jurisdiction</u> from the <u>First</u> drop down list in the <u>Grouping</u> box.	The report will break the numbers down by jurisdiction.
If more than one precinct is present in your list of voters and you want the report to sort by precinct, choose <u>Ward/Precinct</u> from the drop down list in the <u>Sort</u> field.	
<u>Report Title 1</u> and <u>Report Title 2</u> allow you to enter a title and a sub-title for your report. <u>Number of Registered Voters</u> defaults into the <u>Report Title 1</u> field. If you want to enter your own report title, delete <u>Number of Registered Voters</u> from the <u>Report Title 1</u> field and enter your own title. If you want to include a sub-title, enter it in the <u>Report Title 2</u> field.	The title and sub-title will print at the top of each page your the report.
Place a check mark in the <u>Auto Print</u> check box if you want a separate page to print at the end of your report. This page will list the selection criteria and the report options you chose for your report.	The <u>Custom Voter List Settings</u> report will print at the end of your list.

Action	Result
<p>The new print option icons are located in the upper left corner of the screen. From left to right they are as follows:</p> <ol style="list-style-type: none"> 1. Print preview 2. Print now 3. Save to disk 4. Zip file 5. Print later 	<p>The report will start printing immediately, be saved to a disk, or sent to the <i>Local Report Queue</i>. You are returned to the <i>QVF Main Desktop</i>.</p>
<p>You can run a Number of Registered Voters Report for voters qualified to vote in a particular election. This will include people not yet 18, who will be in time for the election. In the <i>Custom Voter List Selection Criteria</i> screen, add to your selection criteria the <u>Election</u> from the Elections tab.</p>	
<p>Toward the bottom of the Elections tab are two check boxes for <u>Voted AV</u> and <u>Voted (non AV)</u>; Remove these check marks.</p>	<p>The system will run a report based on who will be eligible in a future election.</p>
<p>Click on the [OK] button.</p>	<p>Your voters are sorted and you are returned to the <i>Custom Voter List</i> screen. A number of voters will appear next to the [Selection Criteria] button.</p>
<p>Set up your Number of voters report as outlined above, and click on the [OK] button.</p>	<p>Your report will either start printing immediately or will be sent to the <i>Local Report Queue</i> and you are returned to the <i>QVF Main Desktop</i>.</p>

Street Index

The screenshot shows the 'Michigan Qualified Voter File - [Print Street Index Report]' application window. On the left is a tree view of reports, with 'Street Index' highlighted under 'NVRA Statistics'. The main panel contains the following fields and controls:

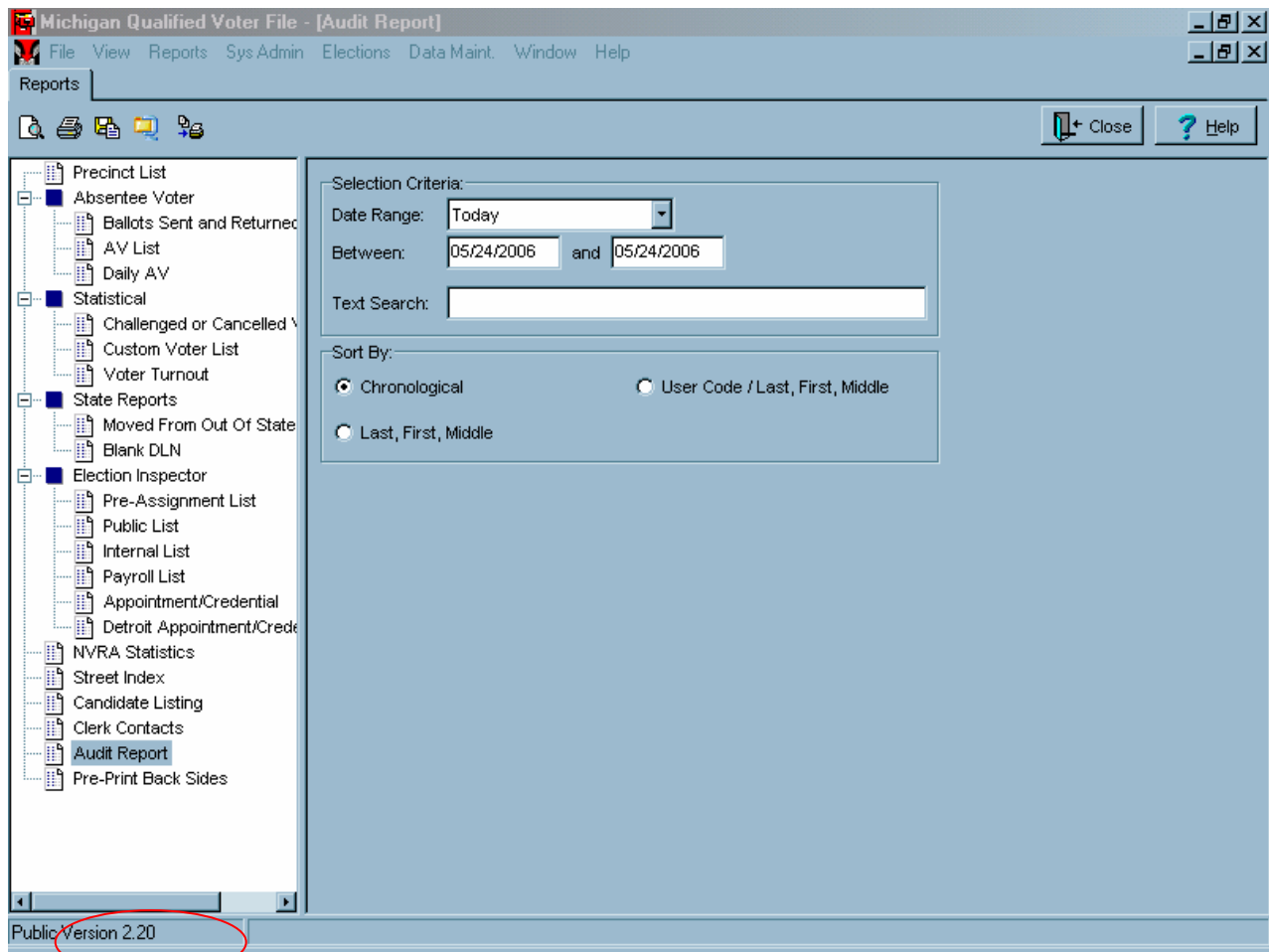
- County:** A dropdown menu showing 'ALCONA (01)'.
- Jurisdiction:** A dropdown menu showing 'HAYNES TOWNSHIP (37380)'. A 'Both Sides' checkbox is checked.
- District Type:** A dropdown menu showing '(ALL)'.
- District Name:** An empty text field.
- Street Name:** An empty text field.
- Changed Since:** An empty text field.
- Precincts:** A list box containing '00001'. Below it are 'Select All' and 'Select None' buttons. A status '1 Selected' is shown.
- GroupBy:** Two radio button options: 'Jurisdiction' (which is selected) and 'Jurisdiction / Ward Precinct'.

Printing Street Index Reports: A jurisdiction's street index can be printed for easy reference. The QVF software allows jurisdictions that are scripted to support school elections to print street indexes for entire school districts, which may extend beyond the boundaries of the jurisdiction. Street indexes can also be printed for other districts, such as county commission districts.

Action	Result
From the menu bar, under Reports , click on Reports Module and then click on Street Index .	The Print Street Index Report screen appears.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct.	The street index will run based on the criteria specified.
In the <u>Group By</u> area, choose <u>your preferred print option</u> .	The street index will print as specified.
If you want to print a street index for a school district that crosses jurisdictional boundaries, choose <u>All</u> in the <u>Jurisdiction</u> field.	The street index will run based on school district boundaries.
In the <u>District Type</u> field choose from the drop down list <u>School</u> . Then in the <u>District Name</u> field choose the school district you want to run the street index for.	

Action	Result
<p>The new print option icons are located in the upper left corner of the screen. From left to right they are as follows:</p> <ol style="list-style-type: none"> 1. Print preview 2. Print now 3. Save to disk 4. Zip file 5. Print later 	<p>The street index for a school district will print or be saved to a disk, as specified.</p>
<p>If you want to print a list of just streets that have had some sort of change, enter a date in the <u>Changed Since</u> field.</p>	
<p>The new print option icons are located in the upper left corner of the screen. From left to right they are as follows:</p> <ol style="list-style-type: none"> 1. Print preview 2. Print now 3. Save to disk 4. Zip file 5. Print later 	<p>An index of streets that have changed since the date specified will print or be saved to a disk.</p>
<p>If you want to print a report for a particular street, enter that street name in the <u>Street Name</u> field.</p>	<p>Your report will be limited to just the street indicated.</p>

The Audit Report



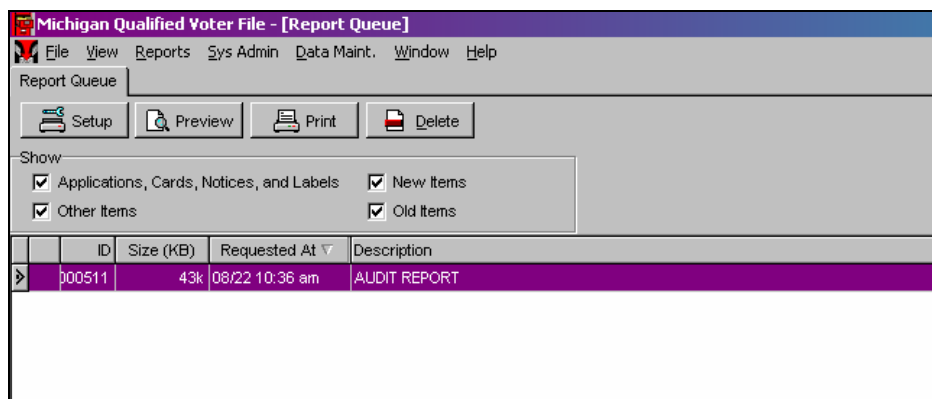
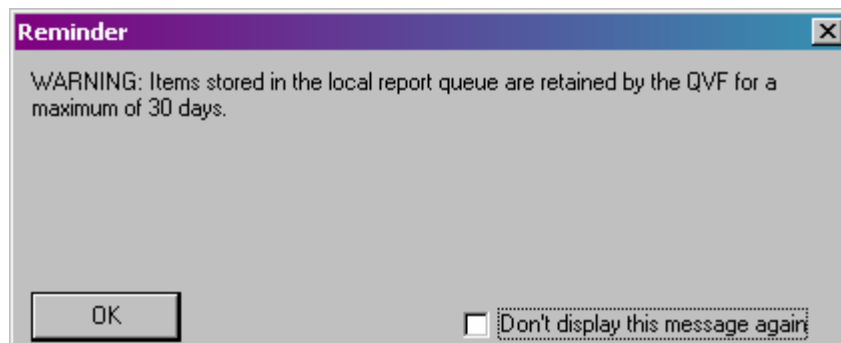
There is no longer a check box on the **Log On** screen for generating an Audit Report. Audit Report information is now saved automatically as work is performed. Audit Reports may be printed at any time for any time frame within the last six months.

Action	Result
From Reports in the menu bar click on Reports Module and then click on Audit Report .	The Audit Report screen is displayed.
From the drop down list choose a <u>Date Range</u> . Your options are <u>Today</u> , <u>Yesterday</u> , <u>This Week</u> , <u>This Month</u> , <u>Last Week</u> , <u>Last Month</u> or <u>Custom</u> .	The Audit Report will run for the time period indicated.
If you want to run your list for a single date or a span of dates, enter those dates in the <u>Between</u> and fields	A custom Audit Report will run for the time period indicated.
The <u>Text Search</u> field allows you to run a report based on any information contained in the Audit Report data. You can search based on voter names, actions, operators or addresses among other items.	An Audit report will run for the time period specified, limited by the text search criteria. (All the changes made by a certain operator yesterday for instance.) You cannot search by date in the <u>Text Search</u> field.

Action	Result
<u>Sort By</u> determines in what order the information will appear. <u>Chronological</u> will sort entries by date entered. <u>Last, First Middle</u> will sort alphabetically by the voters' name. <u>User Code/Last, First, Middle</u> will sort by who entered the change, then alphabetically by the voter's name.	The information sort is established.
Click on the preferred print option icon.	The Audit Report will print as specified.

Local Report Queue

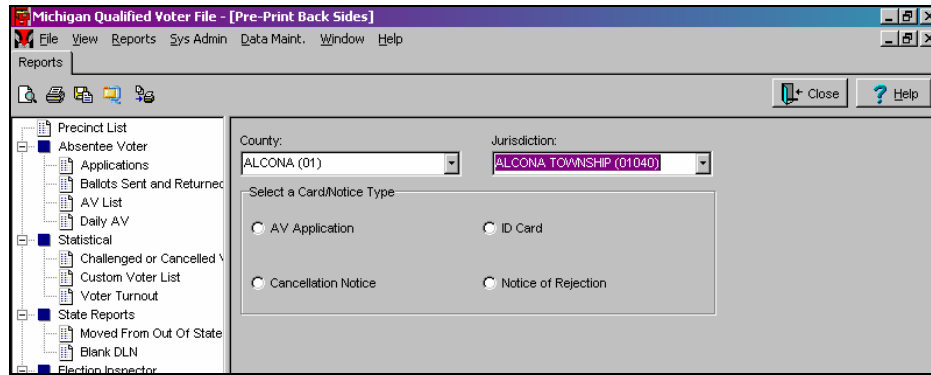
When you open the Local report Queue, the following message will appear. This message informs you that reports are only retained in the QVF for a maximum of 60 days. If you wish, you may check the box "Don't display this message again". However, the reports will still be deleted after 60 days.



The ***Local Report Queue*** is where all Print Later jobs are stored. ID cards and Master cards, as well as AV applications and AV ballot mailing labels, are stored as a single batch job even when requested separately. Each batch job will contain a single day's production. (If you produce AV ballot mailing labels on Monday and Tuesday, these are stored as two separate jobs in the ***Local Report Queue***.)

Action	Result
From Reports in the Menu bar click on Local Report Queue .	The Local Report Queue screen appears. All print items appear in the grid.
The radio button in the Order box determines the order in which items appear in the Local Report Queue screen.	<u>By Date Requested</u> will arrange your print jobs by the date/time they were sent to the queue. The most recent date/time is at the top. <u>By Description</u> will arrange your print jobs alphabetically in descending order.
The <u>Show</u> box allows you to limit what you see in the queue to just those items with check marks. When all four items are checked you see everything that has been sent to the Local Report Queue .	The Local Report Queue displays only those items checked.
Click on the job you want to print.	That line is highlighted.
You can highlight multiple items by clicking on a line, then holding down the Control key on the keyboard and clicking on other items.	Specific print jobs are highlighted.
In the lower right hand corner of the screen, you can choose to “delete” or “keep” an item after it is printed in the <u>When done printing</u> area.	When using the Manual Feed Tray 1 to print ID card and Master cards, card stock should feed into the printer shorter side first. The side you want to print on must be facing up.
Click on the [Print] button.	A print screen is displayed.
Choose the page <u>Range</u> you want to print and the number of <u>Copies</u> . When printing labels, you are able to choose the <u>Label Size</u> , and <u>Show Ballot Number</u> . Once you have made all of your choices click on the [OK] button.	Your job starts printing
As the job is printed, if you chose to <u>Keep</u> ...	A small printer icon will appear next to the print job.
As the job is printed if you chose to <u>Delete</u> ..	The item will disappear from the list.
To manually delete items from the Local Report Queue , highlight the item(s) you want to delete and click on the [Delete] button.	A Confirm screen is displayed, “Delete Selected Item(s)?”
Click on the [OK] button.	The Confirm screen disappears and the indicated jobs are deleted.

Pre-Print Back Sides



The ***Pre-Print Back Sides*** feature allows you to print batches of the backs of various cards and notices which contain standard information, ahead of time. This is a time saving feature that eliminates the need to flip the stock over after printing the front to print the backs.

Action	Result
From <i>Reports</i> in the Menu bar click on <i>Pre-Print Back Sides</i> .	The <i>Pre-Print Back Sides</i> screen appears.
Place the radio button next to the type of notice or card for which you want to pre-print the backs.	Choose any one of <u>AV Application</u> , <u>Cancellation Notice</u> , <u>Confirmation Notice</u> , <u>ID Card</u> and <u>Notice of Rejection</u> .
In the <u>Number of Copies</u> field, enter or use the arrows to designate how many copies you want to run.	The printer will run the number of copies designated.
Load the proper blank stock in your printer, then click on the [OK] button.	The copies will start printing immediately.

NVRA Statistics

Michigan Qualified Voter File - [NVRA Maintenance]

File View Reports Sys Admin Elections Data Maint. Window Help

Report Queue NVRA Maintenance

Save Clear Close Help

County: Jurisdiction: Category: Date: 05/24/2006 Agency: Retrieve NVRA Data

Master Server:

Pending Adjustments:

User Code	Amount	Manual

New Delete

Add new rows to the grid to the left and edit the Amount column.

Net Adjustment: 0

Combined Total: 0

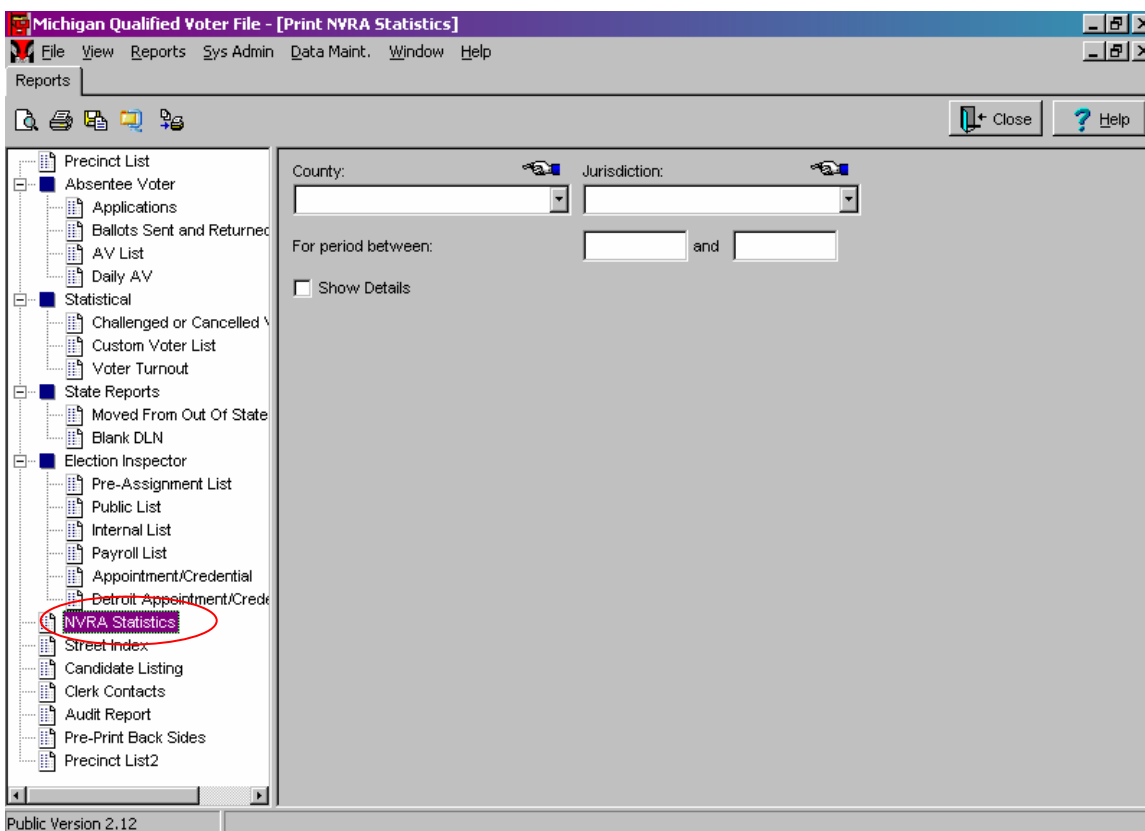
Public Version 2.20

Starting with the 2002-2004 reporting cycle, you can use the QVF to track your NVRA reporting information. Most categories will be tallied automatically by the QVF application. Some adjustments may need to be made manually. For instance, you probably will not enter duplicate registrations into the QVF and then reject them as duplicates; but this is a category tracked by the NVRA report. Currently there is no automatic tabulation of Confirmation Notices Sent or Returned, so these categories will also have to be manually adjusted. You can manually adjust numbers for any NVRA tracking category in the QVF.

To manually adjust your NVRA statistics use the following instructions.

Action	Result
Under <i>Data Maintenance</i> click on <i>Tweak NVRA</i> .	The <i>NVRA Maintenance</i> screen is displayed.
Ensure that the <u>County</u> and <u>Jurisdiction</u> are correct. Then, from the drop down lists, choose a <u>Category</u> and an <u>Agency</u> .	The data produced will be based on the category of transaction and the registration agency you chose.
The <u>Date</u> field will default to today's date. You may change the date to any you wish.	The date entered will appear as the transaction date of the items you enter.
Action	Result

Click on the [Retrieve NVRA Data] button.	A list of entries that match the <u>Category</u> and <u>Agency</u> will appear in the <u>Pending Adjustments</u> grid. If there are no matches the grid will remain blank.
Click on the [New] button.	Your user code will appear in the <u>User Code</u> column of the <u>Pending Adjustments</u> grid, a “Y” will also appear in the <u>Manual</u> column and the <u>Amount</u> column will be highlighted.
Enter the number of transactions in the highlighted <u>Amount</u> field.	
Hit Tab , or click on the [New] button again to enter more transactions of this type.	A second line is added to the <u>Pending Adjustments</u> grid. The [Save Changes] and [Clear Changes] buttons become enabled.
After you have finished with the entries of this type, click on the [Save Changes] button.	Your changes are saved and applied to the NVRA data stored in your computer.
Click on the [Close] button.	You are returned to the QVF Main Desktop.



If you maintain your NVRA tracking information in the QVF, you will be able to use the NVRA report from the QVF to provide information to the state. NVRA Statistics can be run for any time period you desire. If you want to run a report containing NVRA statistics for you own jurisdiction do the following.

Action	Result
Under Reports click on NVRA Statistics .	The Print NVRA Statistics screen is displayed.
Designate a time period you want the report for by entering “from” and “to” dates in the <u>For period between</u> field.	The report produced will give you totals by the various NVRA categories for the time period between the dates specified.
If you want a report that lists dates of all transactions put a check mark in the <u>Show Details</u> box.	A complete report of all transaction between the dates specified will be produced.
Choose your <u>Print Options</u> from <u>Print Now</u> , <u>Print Later</u> or <u>Print to File</u> .	Your report will either print immediately or be sent to the Local Report Queue and you are returned to the QVF Main Desktop.